



# Benton County

## COMMUNITY DEVELOPMENT DEPARTMENT

Office: Kalapuya Building  
4500 SW Research Way  
Corvallis, OR 97333  
(541) 766-6819  
www.co.benton.or.us/cd

### APPLICATION SUBDIVISION

File # \_\_\_\_\_

Fee: \$ \_\_\_\_\_

(SEE CURRENT FEE SCHEDULE)

\$ \_\_\_\_\_

(Add "PUD inside Corvallis UGB" fee,  
IF in Corvallis UR or FPA Zones)

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.  
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE  
COMPLETE**

#### I. Property Owner(s) Information

Name(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

#### II. Applicant Information

Name(s): \_\_\_\_\_ Phone #1: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone #2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Other individuals to be notified of this application: Name, Address, City & Zip, or Email

#### III. Property Information

Site Address: \_\_\_\_\_

Assessor's Map & Tax Lot Number: T \_\_\_\_\_ S, R \_\_\_\_\_ W, Section(s) \_\_\_\_\_, Tax Lot(s) \_\_\_\_\_

Fire District: \_\_\_\_\_ Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Site inside Corvallis Urban Fringe and the Urban Residential or Floodplain Agriculture Zone?  Yes /  No

➔ If Yes, Attach the "[PUD in Corvallis Urban Fringe](#)" document; provide info. Included?  Yes /  No

#### IV. Request Summary (Example: "Subdivide a 50 acre property located in UR-5 zone into 8 lots.")

\_\_\_\_\_

**V. Attached Documentation:** With all land use applications, the “burden of proof” is on the applicant. It is important that you provide **ALL** the information listed on the following pages at the time you submit your application. The processing of your application does not begin until the application is determined to be complete.

**Additional Information**

When was the subject property first described in its current configuration in a separate recorded legal description? \_\_\_\_\_ Recorded Document Number: \_\_\_\_\_

Current use(s) of the property (including structures): \_\_\_\_\_  
\_\_\_\_\_

Date the **required pre-application conference** was held: \_\_\_\_\_  
(Application form available on website.)

**Attachments**

1. A copy of the most recent deed for the property and any subsequent relevant court records (e.g., divorce documents) and death certificates. Please obliterate any social security numbers on the documents.
2. A subdivision guarantee report.
3. Materials demonstrating compliance with Benton County Code (BCC) 99.800 through 99.850 (See the informational sheet, “[New Water Supply Requirements for Partitions and Subdivisions](#)” on our website). **Note:** that the County must approve the water testing procedures.
4. Materials demonstrating compliance with BCC 87.330, if the property within the Fender’s Blue Butterfly Overlay zone.
5. Ten copies<sup>1</sup> of a preliminary plat that conforms to County Surveyor map standards and contains the following information:

**IF** the property is within the **Corvallis Urban Fringe and the Urban Residential or Floodplain Agriculture Zone**, also address the criteria identified on “[PUD in the Corvallis Urban Fringe](#)” document.

- Parcel and road design consistent with the Development Code.
- Location, names, width, elevation and grades of existing and proposed streets in, or adjacent to, the proposed subdivision.
- Contour lines at two-foot intervals unless otherwise approved by the County Engineer. Five-foot contour lines may be used in areas of greater than fifteen (15) percent slope or if the tract is divided into lots of five (5) acres or more. The source and accuracy of contour shall be specified.
- The location of at least one temporary benchmark within the boundaries of the proposed subdivision.
- The location of all areas within a **Special Flood Hazard Area (Zone AE or Zone A)** as designated on the Benton County Flood Insurance Rate Maps.
- Soils using USDA Soil Conservation Service information or field studies prepared from specific site data.
- The proposed lot lines, approximate dimensions, and lot numbers.
- Proposed phases or additions for the completion of public improvements and the filing of final plats.

<sup>1</sup> A digital version of the preliminary plat and additional hard copies of the preliminary plat may be requested by Planning staff once the application has been deemed complete.

- The location, width and purpose of all easements.
- The location of all utilities including water, sewer, power, telephone, natural gas and cable television.
- The proposed plan for stormwater drainage including any off-site improvements.
- The location and purpose of all common or public facilities.
- The proposed subdivision name, and the name, address, and phone number of the applicant and all representatives responsible for the plan.
- A vicinity map showing the boundary of the parent parcel, intersecting parcel lines, adjacent streets, railroads, sewers, and water lines.

5. A narrative providing the following information:

- A phased development schedule.
- A schedule for construction of all improvements.
- The proposed method for providing water supply for each lot.
- The proposed method for providing sewage disposal for each lot.
- Description of the impact of the proposed subdivision on water, sewer, fire protection, law enforcement, schools, hospitals, solid waste disposal and other services.
- Description of all community facilities or systems including a maintenance program for such systems.
- A copy of tentative covenants, conditions and restrictions, if any, proposed by the applicant.

**Signature(s)**

<p>Assessed Property Value Notice</p> <p>This action or any future related action(s), if approved, may result in a change to my property valuation, and therefore the tax amount I pay annually. I will contact the Assessor's Office at 541-766-6855 to discuss and understand potential property tax impacts.</p> <p style="text-align: center;"><input type="checkbox"/> <b><i>I understand</i></b></p>
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I hereby certify that I am the legal owner or contract purchaser of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the proposed subdivision would not violate any deed restrictions attached to the property.

Owner/Contract Purchaser Signature	Date
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Owner/Contract Purchaser Signature	Date
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*For Office Use Only*

Date the **required pre-application conference** was held: \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_ Staff Received: \_\_\_\_\_ File Number: LU- \_\_\_\_\_

Planner Assigned: \_\_\_\_\_ Application Deemed Complete: \_\_\_\_\_ Wetlands on Property?: \_\_\_\_\_